

WELLESLEY BOARD OF PUBLIC WORKS RECORDS
JULY 14, 2014

The Wellesley Board of Public Works held a duly posted open meeting in the Boardroom of the Operations Building, 20 Municipal Way, convening at 5:30 p.m.

PRESENT

Those present included Chairman Owen H. Dugan and Commissioners David A.T. Donohue and Paul L. Criswell; Director Michael P. Pakstis; Assistant Director David A. Cohen; Executive Secretary Debra Surner; Advisory Subcommittee members Thomas Frisardi and Frank Pinto.

APPROVAL OF MINUTES

Upon motion duly made by Mr. Criswell seconded by Mr. Dugan, it was unanimously,

VOTED: To approve the Open Session minutes of the meeting
of June 9, 2014, as presented.

CITIZEN SPEAK

The Chairman presented those in attendance with the opportunity to speak on matters of interest with respect to the Department of Public Works. No one chose to speak.

ADMINISTRATION

Chairman Dugan congratulated Mr. Pinto on his appointment to the Advisory Committee and welcomed him to the meeting in his capacity as one of the two Advisory Committee liaisons to the Board of Public Works. Mr. Pinto briefly referred to portions of his background including that he and his wife moved to Wellesley in 1986. They have two children who were educated in the Wellesley Public School system. His career has been focused in the venture capital and private equity business for some time.

Mr. Dugan then introduced the Board of Public Works and had the Director and other Staff members introduce themselves to Mr. Pinto.

Mr. Dugan notified Mr. Pinto that the meetings are conducted according to Roberts Rules and as Chairman he would recognize each individual after which that person would have an opportunity to speak. Chairman Dugan also notified Mr. Pinto that he and the Director recently discussed having the Superintendents of the various divisions come before the Board and Advisory Committee liaisons at the beginning of a BPW meeting – one division per meeting -- to describe recent activities and responsibilities and to provide an overview of each division for informational purposes to keep the Board apprised of their activities.

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

July 14, 2014

2

Invitation to MWRA meeting. The Director referred to the listing of coming events and referred specifically to the MWRA Advisory Board annual field trip scheduled for Thursday, August 21, and requested anyone interested in attending the event contact W&S Superintendent Bill Shaughnessy or Walter Woods, directly, the Town's representative to the MWRA.

Advisory Liaisons. Mr. Frisardi informed the Board and staff that meetings would be starting earlier this year than in the past. Mr. Frisardi assured the Board and Staff that he would convey it would be appreciated if the budget guidelines could be distributed sooner rather than later. It was also reconfirmed that the order of the budgets would have the Operating ahead of capital this year.

Mr. Pakstis invited Mr. Pinto to meet with him to for an introductory meeting to discuss and review various reports and topics Mr. Pinto would encounter.

Accident Summaries. The Director reviewed the summary of personal injury and vehicle incidents to date and reviewed specific reasons for the incidents. The Director made reference to the Safety Spotlight for the month of July with a focus on "Preventing Falls From Equipment".

Annual Town Report. The Director confirmed that Staff is preparing information for inclusion in the Annual Town Report.

Director's Goals for FY15. The Director referred to the revised DPW-Wide Goals proposed for FY15 as well as the timelines, deadlines and tasks associated with each one.

Following a discussion during which the Director responded to questions and specific comments from the Board related to each specific goal, it was the consensus of the Board that the goals were acceptable and well-defined.

RECYCLING & DISPOSAL FACILITY

Contracts between the Town of Wellesley Recycling and Disposal Facility (RDF), E.L. Harvey & Sons, Inc. and Sunrise Scavenger. The Director reviewed with the Board agreements previously approved by Town Counsel. Mr. Pakstis provided the Board with background information on what led to these agreements. The Director described the arrangements agreed upon which fall within the RDF Business Initiatives Program.

He explained that RDF Superintendent Gordon Martin had been approached separately, by Purchase America d/b/a Sunrise Scavenger to inquire if they could deliver recycled material to the Town of Wellesley's facility as they were embarking upon a contract with the Town of Milton to pick up that Town's curbside recycling. Mr. Martin then contacted E.L. Harvey & Sons which has agreed to pay \$10.00 per ton for

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

July 14, 2014

3

the material, as well as provide the trucking for transport of it. Mr. Pakstis explained the Town's involvement would be limited to providing a facility where the loads of recyclable materials could be weighed and transferred. It is anticipated that 60 tons of material would be received per week, comprised of five trucks loads each Wednesday and Thursday. The anticipated value of this contract is \$30,000 per year, all of which would be deposited into the General Fund.

Upon motion duly made by Mr. Criswell and seconded by Mr. Donohue, it was unanimously,

VOTED: That the Board of Public Works approve the execution by the Town of Wellesley by the Director of Public Works and the Board of Public Works for the contract for delivery of recyclable materials from Purchase America d/b/a/ Sunrise Scavenger of Hyde Park, MA as presented, and approved as to form by Town Counsel, at this meeting of the Board of Public Works on July 14, 2014.

Upon motion duly made by Mr. Criswell and seconded by Mr. Donohue, it was unanimously,

VOTED: That the Board of Public Works approve the execution by the Town of Wellesley by the Director of Public Works and the Board of Public Works for delivery from the Town of Wellesley by E.L. Harvey & Sons, Inc. of Westborough, MA as presented, and approved as to form by Town Counsel, at this meeting of the Board of Public Works on July 14, 2014.

RDF Permit Verification System. The Director referred to a memorandum prepared by Sr. Management Analyst Jeff Azano-Brown regarding the proposed change in RDF permit application and verification system. The current manual process of issuing and verifying permit stickers by a staff member would be replaced by installation of a camera which would take a picture of each license plate as they pass by a certain location. The Director responded to inquiries from the Board and explained he is awaiting a proposal from the vendor and intends to move forward with the purchase. The Board was supportive of the proposed system.

WATER & SEWER DIVISION

Statement of Fact – Contract #14C-460-1504: Door Repair & Replacement at Various Water Facilities. Following a brief discussion and review of the bid recommendation, upon motion duly made by Mr. Criswell and seconded by Mr. Donohue it was unanimously,

WELLESLEY BOARD OF PUBLIC WORKS RECORDS

July 14, 2014

4

VOTED: That the award for "Contract No. 14C-460-1504, "Door Repair and Replacement at Various Facilities" be made to JJS Universal Construction Co., 63 Airport Road, Dudley, MA 01571, all in accordance with out specifications and their bid, in the amount of \$43,000.00, as the lowest responsible and eligible bidder.

Water Management Act Regulations. The Director referred to the letter prepared by Water & Sewer Superintendent Shaughnessy addressed to the Massachusetts Department of Environmental Protection expressing opposition to the proposed changes to the Water Management Act Regulations. Mr. Shaughnessy explained to the Board the basis for his reasoning and conveyed that he questions whether the proposed Regulations protect the needs of the average citizen and taxpayer who simultaneously care about health, safety and the environment, as well as their water rates. He is also concerned that the proposed conditions would have major implications for future water use in the community and they would limit individual individual water use.

Monthly Performance Report. The Director referred to the report prepared by Water & Sewer Superintendent Shaughnessy which highlights the Water & Sewer Division's activities during the month of May 2014. Staff responded to specific questions from the Board.

Water & Sewer Enterprise Funds Financial Statements. The Director referred to the financial Statements for the month of May 2014 and responded to specific questions from the Board.

ADJOURNMENT

The meeting adjourned at 6:50 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul L. Criswell", written in a cursive style.

Paul L. Criswell
Secretary

**DISCUSSION ITEMS
WELLESLEY BOARD OF PUBLIC WORKS MEETING
JULY 14, 2014
5:30 PM**

CITIZEN SPEAK

APPROVAL OF MINUTES. Board to review Open Session Minutes of the meeting of June 9, 2014. **BOARD APPROVAL AND SECRETARY SIGNATURE REQUIRED.**

1. ADMINISTRATION

ADVISORY LIAISONS. Board, Director and Staff to discuss with Advisory Liaisons various budget- related items as well as other topics presented by the liaisons. Welcome to newly-appointed Advisory Liaison Frank Pinto. **BOARD FEEDBACK REQUESTED.**

ACCIDENT SUMMARIES. Director to review summary of personal injury and vehicle incidents to date; reference to be made to Safety Spotlight for the month of July with a focus on "Preventing Falls From Equipment". **NO BOARD ACTION REQUIRED.**

ANNUAL TOWN REPORT. Staff will supply information for inclusion in the report to the Board of Selectmen's office by Friday, July 25. **NO BOARD ACTION REQUIRED.**

DIRECTOR'S GOALS FOR FY 2015. Director to review with the Board revised listing of goals for the coming fiscal year. **BOARD FEEDBACK REQUESTED.**

4. RECYCLING & DISPOSAL FACILITY

CONTRACTS BETWEEN THE TOWN OF WELLESLEY RDF WITH E.L. HARVEY & SONS, INC. AND SUNRISE SCAVENGER. Director to review agreements previously approved by Town Counsel. **BOARD VOTE AND SIGNATURES REQUIRED.**

RDF PERMIT VERIFICATION SYSTEM. Director to refer to memorandum prepared by Sr. Management Analyst Jeff Azano-Brown regarding the proposed change in RDF permit application and verification methodology. **BOARD FEEDBACK REQUESTED.**

5. WATER & SEWER DIVISION

STATEMENT OF FACT – CONTRACT #14C-460-1504: DOOR REPAIR & REPLACEMENT AT VARIOUS WATER FACILITIES. Director to review bid recommendation prepared by Assistant Town Engineer Douglas R. Stewart. **BOARD VOTE AND SECRETARY SIGNATURE REQUIRED.**

PROPOSED WATER MANAGEMENT ACT REGULATIONS. Director to refer to letter prepared by Water & Sewer Superintendent Shaughnessy to the Mass Department of

Environmental Protection expressing opposition to the proposed changes to the Water Management Act Regulations. **NO BOARD ACTION REQUIRED.**

MONTHLY PERFORMANCE REPORT. Director to refer to the reports prepared by Water & Sewer Superintendent Shaughnessy for the month of May 2014. **NO BOARD ACTION REQUIRED.**

WATER & SEWER ENTERPRISE FUNDS FINANCIAL STATEMENTS. Director to refer to the Financial Statements for the month of May 2014. **NO BOARD ACTION REQUIRED.**

7. FYI

- Ltrs. to four homeowners related to overgrowth of shrubbery on property obstructing the Town right of way
- Ltr. to DEP Re: Second Quarter Monitoring Results
- Ltr. to DEP Re: Annual Lead and Copper Monitoring for Wellesley
- Ltrs. to Mass DEP & Mass DPH Re: Consumer Confidence Report for 2013, a copy of which was enclosed in the latest DPW Newsletter
- Ltr. to DEP Re: DBPR (TTHM & HAA5) & VOC Monitoring for 2nd Quarter 2014
- Ltr. from MWRA Re: Financial Assistance for Water Projects
- Ltr. from MWRA Re: Financial Assistance for Sewer Projects